

USAID NOTICES

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COVID-19 Schedule A Temporary Position Opportunity - Operations Advisor- GS-0301- 12

Agency: U.S. Agency for International Development
Organization: Global Health / Maternal and Child Health and Nutrition (GH / MCHN)
Location of Position: Washington, DC
Open Period: Sep 15 - Sep 29, 2021
Appointment Type: This is an excepted service, time-limited appointment that is not-to-exceed one (1) year. (These appointments may be extended up to 1 additional year)
Salary: (USD) \$87,198 - (USD) \$113,362 (annually with locality)
Number of Vacancies: One

Description of Organization: USAID's Bureau for Global Health supports health programs in partner countries, advances research and innovation in areas relevant to overall Agency health objectives, and transfers new technologies through its own programmatic work, coordination with other donors, and a portfolio of grants.

The Office of Maternal and Child Health and Nutrition (MCHN), within the United States Agency for International Development (USAID)'s Bureau for Global Health (GH/MCHN), serves as the Agency's technical and policy locus for maternal and newborn health, child survival, immunization, nutrition and environmental health, with a focus on preventing child and maternal deaths. MCHN's efforts in immunization advance the Bureau's priority to combat infectious diseases, including COVID-19.

More than 4.5 million people around the world have died due to COVID-19. The devastating impact of the pandemic has been felt at home and abroad, triggering health and economic crises. The risk of emergent, dangerous variants where COVID-19 transmission remains high (and continues to grow) and poses a risk to us all. Recently, the Biden-Harris Administration released the U.S. COVID-19 Global Response and Recovery Framework (GRRF), which sets an ambitious goal of ending the pandemic and mitigating its wider harms to people and societies; and strengthening the global recovery and readiness for future pandemic threats.

The first objective of this plan aims to accelerate widespread and equitable access to and delivery of safe and effective COVID-19 vaccinations. There are four lines of effort under this objective: a) Accelerate the supply and manufacturing of COVID-19 vaccines and consumables and expand fill-finish capacity; b) Support comprehensive country readiness to administer COVID-19 vaccines, including efforts to ensure uptake and access among all

eligible populations, address vaccine hesitancy, and combat mis- and disinformation; c) Expand equitable access to, financing for, and timely delivery of vaccines, including through collaboration with the COVAX Facility; and d) Monitor and evaluate the safety and effectiveness of vaccination programs. To respond to the ambitious goals outlined in the GRRF, GH/MCHN needs an Operations Advisor to ensure sound management and operations of staff dedicated to support countries in the supply, preparedness, delivery, and at scale-use of COVID-19 vaccines (COVID-19 Vaccine Access and Delivery).

Description of Position: The Operations Advisor is responsible for ensuring that sound management principles and tools are employed in the operations of the Vaccine unit and in the implementation of its work. In this capacity, the Operations Advisor will address needs related to the establishment and maintenance of processes, manage unit resources and identify additional resource needs, support staffing and staff engagement, develop and implement support systems, and provide executive support to the Director and Deputy Director of the Unit as needed. The Operations Advisor will:

- Provide general management, operational, and administrative support to the unit
- Manage all operations, including but not limited to staffing and resourcing, performance management processes
- Support the Deputy Director to develop, implement, and troubleshoot Unit operations, strategies, plans, and procedures; ensure consistency in all operations across the Unit
- Provides guidance to Director and Deputy Director and Unit members regarding staffing, contracting, and fiscal requirements and procedures
- Leads on-boarding effort of staff and general troubleshooting for staff in the Unit
- Maintains a variety of organizational tools to manage staff, including rotational rosters, leave schedules, and org chart shifts
- Ensures detail letters are written and submitted in the appropriate manner for all staff on rotations

Qualifications:

- Must be a U.S. citizen.
- You must have one year of specialized experience equivalent to the next lower grade level (GS-11) of this position. Examples of specialized experience include provision of general management, operational, and administrative support; development and implementation of operational plans; support to organizational staff and development of organizational tools.
- Must be eligible to obtain and maintain a Secret level security clearance.

Interested candidates should submit a:

- Resume/CV; and
- A short-written statement of interest.

Please submit your application package to GH.PDMS.Staffing@USAID.gov (<mailto:GH.PDMS.Staffing@USAID.gov>). Please use the subject line “**COVID-19 APPLICATION PACKAGE: Operations Advisor, GS-12, GH/MCHN.**” Application submissions are required by 11:59 pm (EST), Wednesday, September 29, 2021. Packages not submitted by the deadline with the specified subject line—or incomplete packages—will not receive consideration.

This notice may be used to fill additional vacancies, as the workforce needs of the Bureau may change.

[EEO Policy Statement \(https://www.usajobs.gov/Help/equal-employment-opportunity/\)](https://www.usajobs.gov/Help/equal-employment-opportunity/)
[Reasonable Accommodation Policy \(https://www.usajobs.gov/Help/reasonable-accommodation/\)](https://www.usajobs.gov/Help/reasonable-accommodation/)

Any questions concerning this notice may be directed to:

-- GH PDMS Staffing, GH/PDMS, gh.pdms.staffing@usaid.gov (<mailto:gh.pdms.staffing@usaid.gov>)
